

Filing Agents

- File on behalf of an attorney or trustee or the U.S. Trustee
- Have their own login and password
- May be linked to multiple attorneys or trustees.

How To Create A Filing Agent

- Log into ECF and Click on Utilities
- Choose “Your Accounts”
- Select “Maintain Your ECF Account

How To Create A Filing Agent

- Select “More User Information”

Maintain User Account

Last name	<input type="text" value="Drew"/>	First name	<input type="text" value="Norman"/>
Middle name	<input type="text" value="H"/>	Generation	<input type="text"/>
Title	<input type="text"/>	Type aty	
Office	<input type="text" value="Rodman & Associates, LLC"/>		
Address 1	<input type="text" value="8534 North Jefferson Avenue"/>		
Address 2	<input type="text"/>		
Address 3	<input type="text"/>		
City	<input type="text" value="San Antonio"/>	State	<input type="text" value="TX"/>
		Zip	<input type="text" value="78233"/>
Country	<input type="text"/>	County	<input type="text"/>
Phone	<input type="text" value="210-334-2225"/>	Fax	<input type="text" value="210-334-2000"/>
SSN / ITIN	<input type="text"/>	Tax ID / EIN	<input type="text"/>
Bar ID	<input type="text" value="083188"/>	Bar status	<input type="text" value="M"/>
Initials	<input type="text"/>	DOB	<input type="text"/>

How To Create A Filing Agent

- Type the last name of your employee in the “Find filing agent” field and then click the search icon


More User Information for Norman H. Drew

Login drawn

Password *****
[minimum 8; upper- & lower-case letters; include digit or special character]

Registered Y
Internet Payment Y
Groups Attorney, E-Orders Attorney

Filing agents

Find filing agent |johnston| 

How To Create A Filing Agent

- If no filing agents are associated with your account you will see this screen.....

The screenshot displays a web interface for user management. The main heading is "More User Information for Norman H. Drew". Below this, there are fields for "Login drawn" and "Password *****". A dropdown menu is open, showing "Add a filing agent" as the selected option. Below the dropdown, a message reads "Could not find filing agent johnston". The user's profile information includes "Registered Y", "Internet Payment Y", and "Groups At". A "Filing agents" section contains a "Find filing agent" search box with "johns" entered. At the bottom, there is a "Return to Account" button and a red-bordered link that says "Create a new filing agent".

More User Information for Norman H. Drew

Login drawn

Password *****

[m] **Add a filing agent**

Could not find filing agent johnston

Registered Y

Internet Payment Y

Groups At

Filing agents

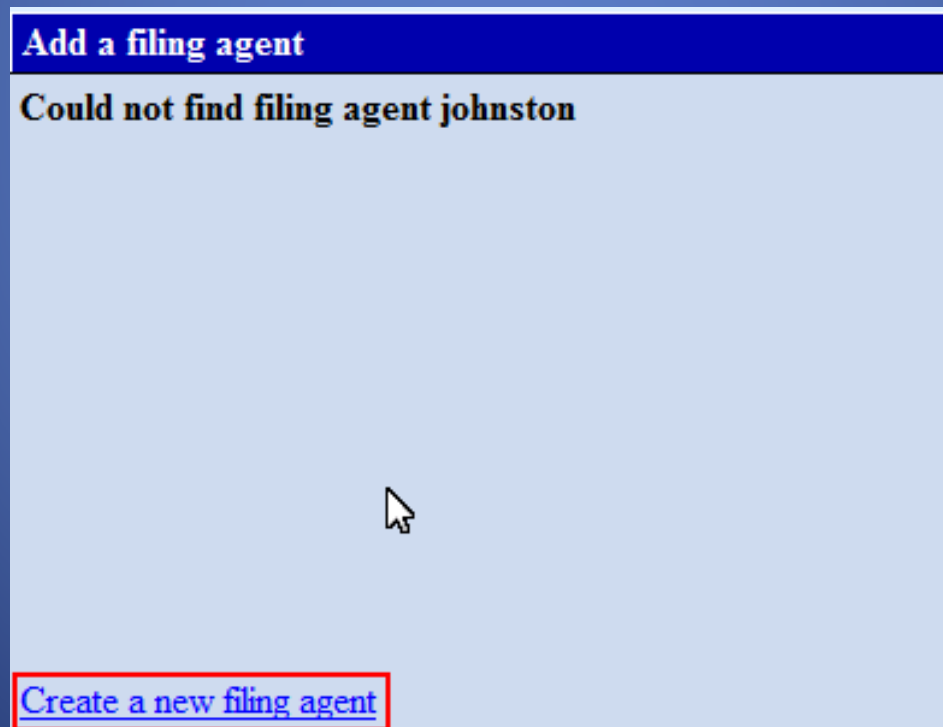
Find filing agent johns

Return to Account

[Create a new filing agent](#)

How To Create A Filing Agent

- Next click the “Create a new filing agent” hyperlink at the bottom of the results list



How To Create A Filing Agent

- You will now see the Filing Agent Information screen

Filing Agent Information

Login
Password
[minimum 8; upper- & lower-case letters; include digit or special character]

Last name First name
Middle name Generation
Title
Office
Address 1
Address 2
Address 3
City State Zip
Country County
Phone Fax
SSN / ITIN DOB

How To Create A Filing Agent

- Create a Login and Password for the Filing Agent
- The Password must have a minimum of 8 characters, include both upper and lower case letters and include one digit or special character
[e.g., 0-9, @, #, \$, %, &, *, +]

Filing Agent Information

Login	<input type="text"/>
Password	<input type="text"/>

[minimum 8; upper- & lower-case letters; include digit or special character]

How To Create A Filing Agent

- Next type the Filing Agent's Name, Address Phone and Fax number
- DO NOT include the Country, County, SSN/ITIN, or DOB

The form contains the following fields:

- Last name
- Middle name
- Title
- Office
- Address 1
- Address 2
- Address 3
- City
- Country (highlighted with a red box)
- Phone
- SSN / ITIN (highlighted with a red box)
- First name
- Generation
- State
- Zip
- County (highlighted with a red box)
- Fax
- DOB (highlighted with a red box)

Buttons:

How To Create A Filing Agent

- Once you have input the Filing Agent's information, click "Submit"

Filing Agent Information

Login

Password
[minimum 8; upper- & lower-case letters; include digit or special character]

Last name First name

Middle name Generation

Title

Office

Address 1

Address 2

Address 3

City State Zip

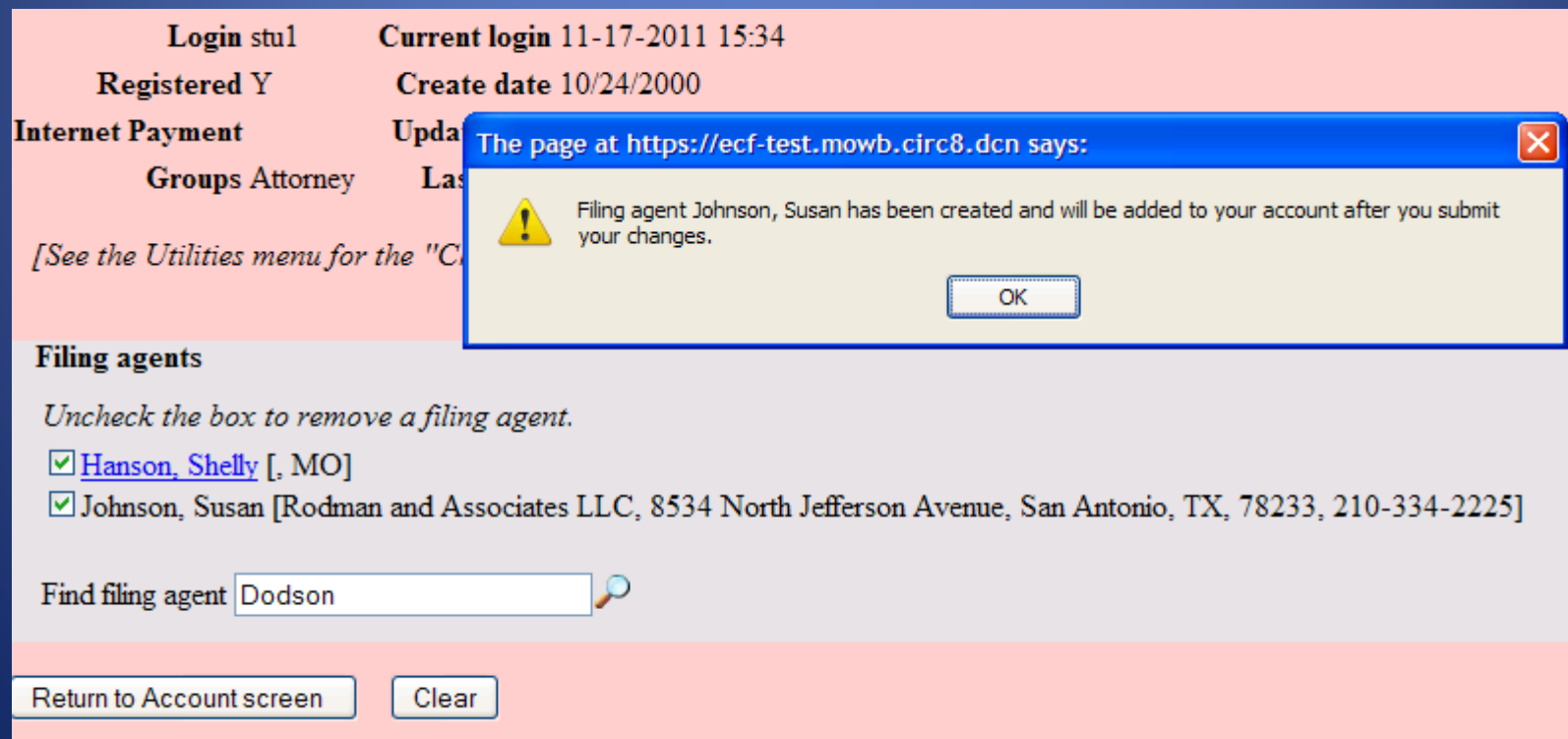
Country County

Phone Fax

SSN / ITIN DOB

How To Create A Filing Agent

- An information window opens, confirming the creation of the filing agent.
- Click “OK” to add this filing agent to your account



The screenshot displays a web application interface with a confirmation dialog box overlaid. The background page shows user information: "Login status: Current login 11-17-2011 15:34", "Registered Y", "Create date 10/24/2000", "Internet Payment", "Update", "Groups Attorney", "Last", and a note "[See the Utilities menu for the 'C..."]". Below this is a "Filing agents" section with the instruction "Uncheck the box to remove a filing agent." and two entries: " [Hanson, Shelly](#) [, MO]" and " Johnson, Susan [Rodman and Associates LLC, 8534 North Jefferson Avenue, San Antonio, TX, 78233, 210-334-2225]". A search bar labeled "Find filing agent" contains the text "Dodson" and a magnifying glass icon. At the bottom are buttons for "Return to Account screen" and "Clear".

The dialog box, titled "The page at https://ecf-test.mowb.circ8.dcn says:", contains a yellow warning icon and the text: "Filing agent Johnson, Susan has been created and will be added to your account after you submit your changes." with an "OK" button below.

How To Create A Filing Agent

- Click “Return to Account screen” to complete the changes to the attorney record

Login stul	Current login 11-17-2011 15:34
Registered Y	Create date 10/24/2000
Internet Payment	Update date 04/07/2011
Groups Attorney	Last login 10-21-2011 16:28


[See the Utilities menu for the "Change Your Password" option]

Filing agents

Uncheck the box to remove a filing agent.

[Hanson, Shelly](#) [, MO]

Johnson, Susan [Rodman and Associates LLC, 8534 North Jefferson Avenue, San Antonio, TX, 78233, 210-334-2225]

Find filing agent 

How To Create A Filing Agent

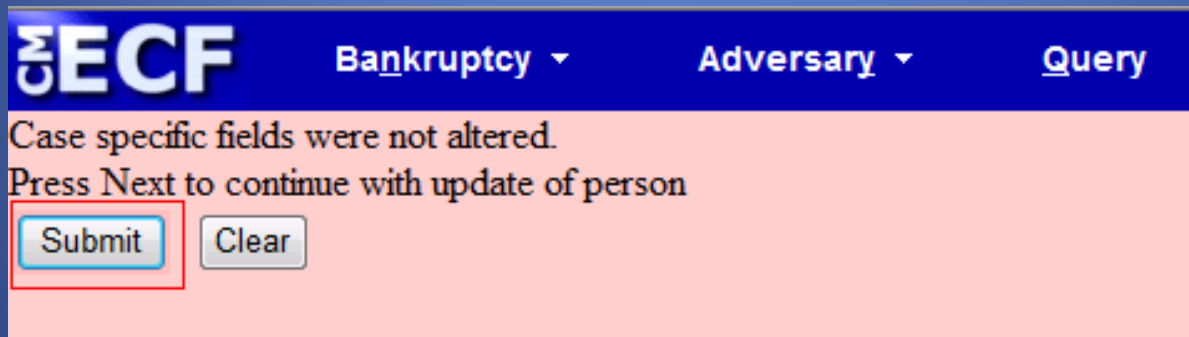
- Next, click “Submit”

Maintain User Account

Last name	<input type="text" value="Drew"/>	First name	<input type="text" value="Norman"/>
Middle name	<input type="text" value="H."/>	Generation	<input type="text"/>
Title	<input type="text"/>	Type aty	
Office	<input type="text" value="Rodman & Associates, LLC"/>	<input checked="" type="checkbox"/> Add Headers to PDF Documents	
Address 1	<input type="text" value="8534 North Jefferson Avenue"/>		
Address 2	<input type="text"/>		
Address 3	<input type="text"/>		
City	<input type="text" value="San Antonio"/>	State	<input type="text" value="TX"/>
Country	<input type="text"/>	Zip	<input type="text" value="78233"/>
Phone	<input type="text" value="210-334-2225"/>	County	<input type="text" value="BEXAR-TX"/>
SSN / ITIN	<input type="text"/>	Fax	<input type="text"/>
Bar ID	<input type="text" value="TX44632"/>	Tax ID / EIN	<input type="text"/>
Initials		Bar status	<input type="text" value="Active"/>
		DOB	<input type="text"/>

How To Create A Filing Agent

- This screen represents the final step in the “save process” and ensures that the attorney person record has been updated.



The screenshot shows a web interface for the ECF system. At the top, there is a dark blue header with the ECF logo on the left and three menu items: "Bankruptcy" with a dropdown arrow, "Adversary" with a dropdown arrow, and "Query". Below the header, a light pink message box contains the text: "Case specific fields were not altered." followed by "Press Next to continue with update of person". At the bottom of the message box, there are two buttons: "Submit" (highlighted with a red border) and "Clear".

- Click Submit.....

How To Create A Filing Agent

- You will receive a confirmation page that the update was successful



- Congratulations! You have now created a Filing Agent

How To Create A Filing Agent

If you have questions or need assistance
please contact the Clerk's Office

(816-512-1800)

Filing Agents

- Attorneys, Trustees and the U.S. Trustee have access to create new filing agents
- Users may modify their own filing agent accounts via the “More User Information” screen on the “Maintain Your ECF Account” utility

Filing Agents

ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities

Maintain User Account

Last name	<input type="text" value="Parle"/>	First name	<input type="text" value="Cecelia"/>
Middle name	<input type="text" value="M."/>	Generation	<input type="text"/>
Title	<input type="text"/>	Type aty	
Office	<input type="text"/>		
Address 1	<input type="text" value="400 E. 9th Street"/>		
Address 2	<input type="text" value="Suite 1510"/>		
Address 3	<input type="text"/>		
City	<input type="text" value="Kansas City"/>	State	<input type="text" value="Mo"/>
		Zip	<input type="text" value="64110"/>
Country	<input type="text" value="USA"/>	County	<input type="text" value="JACKSON-MO (29095)"/>
Phone	<input type="text" value="(816) 512-1838"/>	Fax	<input type="text"/>
SSN / ITIN	<input type="text"/>	Tax ID / EIN	<input type="text"/>
Bar ID	083188	Bar status	
Initials	<input type="text"/>	DOB	
	<input type="text"/>	Mail group	
	<input type="text"/>	AO code	

Filing Agents

- Attorneys and trustees can have multiple filing agents

ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾

More User Information for Cecelia M. Parle

Login cecelia	Current login 04-10-2011 12:58
Registered Y	Create date 09/05/2003
Internet Payment N	Update date 03/14/2011
Groups Attorney	Last login 04-10-2011 12:04

[See the Utilities menu for the "Change Your Password" option]

Filing agents

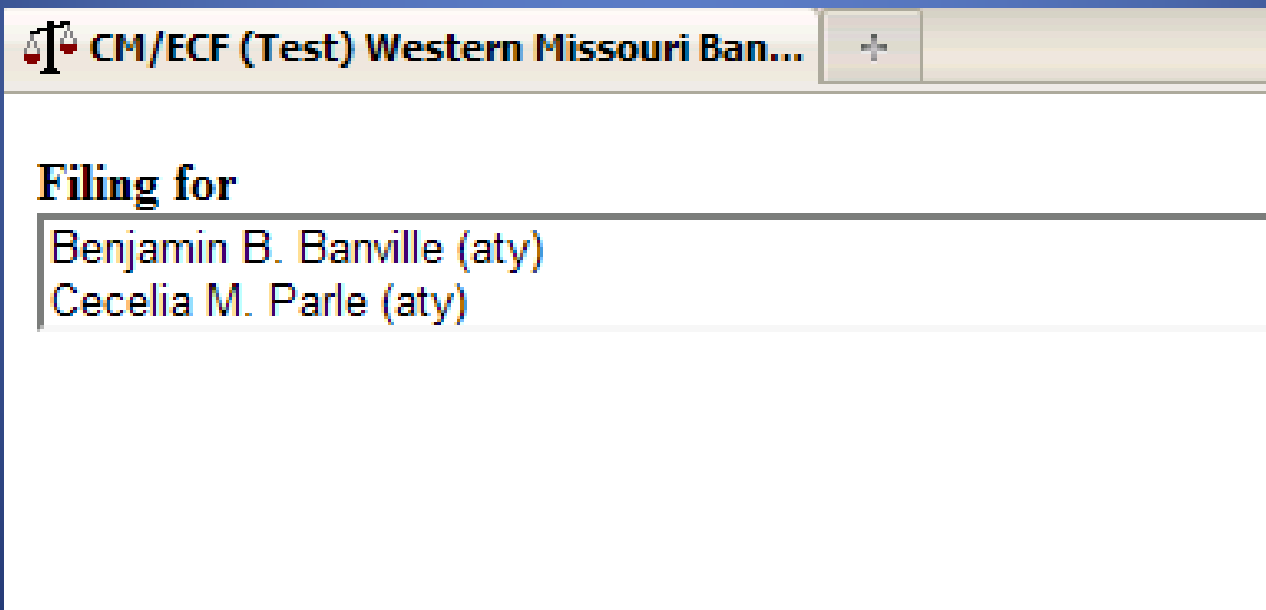
Uncheck the box to remove a filing agent.

- [Dewey, Cecelia](#) [400 E. 9th Street, Kansas City, MO 64110]
- [Dewey, Fiona](#) [400 E. 9th Street, Kansas City, MO 64110]

Find filing agent 

Filing Agents

- Once the Filing Agent logs into ECF they will be prompted to select the attorney they are filing the document on behalf of:

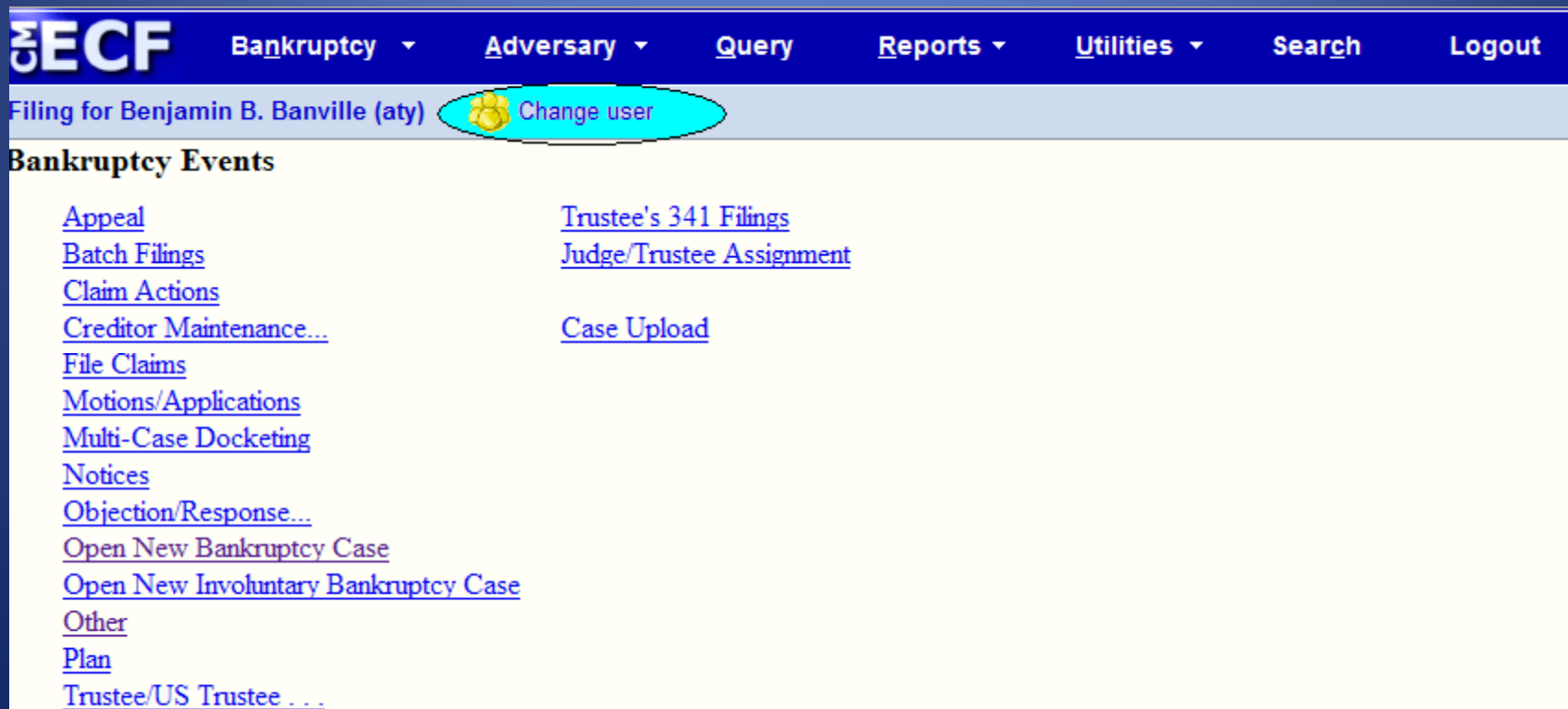


The screenshot shows a web browser window with a title bar that reads "CM/ECF (Test) Western Missouri Ban...". Below the title bar, there is a section titled "Filing for" with a dropdown menu. The dropdown menu is open, showing two options: "Benjamin B. Banville (aty)" and "Cecelia M. Parle (aty)".

Filing for
Benjamin B. Banville (aty)
Cecelia M. Parle (aty)

Filing Agents

- The Filing Agent has the ability to switch back and forth from attorney to attorney by selecting “Change User”



The screenshot displays the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and several menu items: **Bankruptcy**, **Adversary**, **Query**, **Reports**, **Utilities**, **Search**, and **Logout**. Below the navigation bar, the current user is identified as "Filing for Benjamin B. Banville (aty)". A button labeled "Change user" is highlighted with a red oval, indicating the action to switch users. Below the navigation bar, the "Bankruptcy Events" section is visible, listing various actions such as [Appeal](#), [Batch Filings](#), [Claim Actions](#), [Creditor Maintenance...](#), [File Claims](#), [Motions/Applications](#), [Multi-Case Docketing](#), [Notices](#), [Objection/Response...](#), [Open New Bankruptcy Case](#), [Open New Involuntary Bankruptcy Case](#), [Other](#), [Plan](#), and [Trustee/US Trustee ...](#). Additionally, there are links for [Trustee's 341 Filings](#), [Judge/Trustee Assignment](#), and [Case Upload](#).

Filing Agents

- The Notice of Electronic filing (NEF) and docket text will only show the name of the attorney/trustee as the party filer
- Filing agents will not receive a NEF unless designated in the attorney or trustee's account as a secondary e-mail address

Filing Agents

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please contact the Clerk's Office

(816-512-1800)